

FINAL EXPENDITURE REPORT INSTRUCTIONS

Title 22-2-306, MCA, Section 3, (6) ... The grantee must Submit, within 30 days after completing the project, a final financial report & narrative report stating what was accomplished with the grant. Five percent of the total grant award must be held pending receipt of final reports by the Council.

BUDGET EXPENSES DEFINITIONS

Documentation of expenditures is not required as part of the final report. However under terms of the grant, the Council may examine grant-related records at the benefiting organization's place of business.

Each line should include only actual expenses specifically identified with the project for which this grant is awarded, including grant & other cash expenditures. In-kind contributions need only be lumped together & reported on line 9.

1. **Employee Salaries & Fringe Benefits:** Payments to or for persons considered employees of the organization conducting the project.
2. **Contracted Services:** Payments to firms or persons for services of individuals not normally considered employees of the organization conducting the project, but consultants or employees of other organizations, whose services are specifically identified with the project.
3. **Space Rental:** Payments for rental of office, rehearsal, theater, hall, gallery and other such spaces.
4. **Travel:** All costs for travel directly related to travel of an individual or individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per them payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include expenses for trucking, shipping or hauling, which belong under "Remaining Operating Expenses," line 6.
5. **Marketing:** All costs for marketing/publicity/promotion. Do not include payments to individuals or firms, which belong under "Employee Salaries" on line 1, or "Contracted Services" on line 2. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. Fund-raising expenses should be entered under "Remaining Operating Expenses."
6. **Remaining Operating Expenses:** All expenses not entered in other categories. Include fund-raising, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered -under "Travel," line 4.
7. **Capital Expenditures:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents. Purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc.
8. **Total Cash expenses:** Total of lines 1-7.
9. **Total In-kind Contributions:** Total of the fair market value of donated services and supplies. The organization must maintain documentation of the type and value of in-kind contributions.
10. **Total Project Expenses:** The total of lines 8 and 9.

BUDGET REVENUE DEFINITIONS

11. **Earned Income:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.
12. **Contracted Services Revenue:** Revenues derived from fees earned through sales of services. Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.
13. **Other Revenue:** Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
14. **Corporate Support:** Cash support derived from contributions given for this project by businesses, corporations and corporate foundations.
15. **Foundation Support:** Cash support derived from contributions given for this project by private foundations.
16. **Other Private Support:** Cash support derived from cash donations. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.
17. **Government Support:**
 - a **Federal:** Cash support derived from grants or appropriations given by agencies of the federal government.
 - b **State/Regional:** Cash support derived from grants or appropriations given by agencies of state government, and/or multi-state consortium of state agencies. **Do NOT include Cultural Trust grant until the next line.**
 - c **Cultural Trust Grant:** Actual Cultural Trust grant amount spent on the project. **Must equal the final total of the grant expended or encumbered, including any amount awarded but not yet paid to the organization.**
 - d **Local:** Cash support derived from grants or appropriations given by city, county, in-state regional and other local government agencies.
18. **Applicant Cash:** Funds from Applicant's present and/or anticipated resources that Applicant plans to provide.
19. **Total Cash Revenue:** The total of lines 11-18.
20. **Total In-kind Contributions:** Same as line 9.
21. **Total Project Revenue:** The total of lines 19 & 20. Must equal line 10.
22. **Total Project Expenses:** Enter amount from line 10.
23. **Total Project Revenue:** Enter amount from line 21.
24. **Profit/(Deficit):** The difference between lines 22 & 23. If this line does not equal zero, attach an explanation. If there is a deficit, list sources of income that will cover the deficit. If there is a profit, document the projected use of these funds. If there is a profit, it must be derived from other funds-**NO PROFIT FROM CULTURAL TRUST FUNDS MAY BE RETAINED.**

Questions?

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